



Accounts Receivable Administrator Job Description

Duties include:

1. Processing weekly charges for all Academies programs
2. Processing charges for event fees and other special purchases
3. Following up by text, email, and phone call with clients whose payments were declined or unmade
4. Tracking and processing late fees according to enrollment agreements

Expectations:

1. Administrator will be in the office 5:30-6:30pm Monday-Thursday *at minimum*
2. Administrator will ensure that charges are processed by close of day Monday
3. Administrator will follow up with past due accounts each day of the week (Monday – text message, Tuesday – text and email, Wednesday – phone call, Thursday – phone call)
4. Administrator will process late fees on Monday for the previous week
5. Administrator will process event and other special fees within one business day of receiving the assignment

Compensation:

\$60/week (average of \$15/hour)

Purpose:

At New Life, **we will lead the way with irrational generosity.** While the primary purpose of the programs and classes offered at The Academies @ New Life is to make New Life Church a regular destination for the families of the community, enrollments in The Academies programs provide a source of income for New Life Church that allows us to show even more generosity.

In the Old Testament, we see Nehemiah serve a pagan king with great care and earn his trust. When Nehemiah is called to rebuild the city of God, he is able to ask the king to help fund this assignment.

It is our goal to provide excellent service to every customer. In doing so, we earn the funds necessary to provide excellent service in an even greater capacity to an even larger audience.

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” Colossians 3:23 NIV

Gather and manage the resources God has provided!